



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: May 09, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, May 10, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 16, 2006**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

CE V Arterial Traffic Field Engineer
 Division of Highways
 Region 1/District 1
 Schaumburg

Attachments
32012

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Tuesday, May 16, 2006**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Civil Engineer V
Position Title: Arterial Traffic Field Engineer
Position Number: PW115-23-51-902-20-01
Salary Range: \$4,785 - \$7,750

IPR#: 32012

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Highways/District One/Schaumburg/Bureau of Traffic

Description Of Duties:

This position is accountable for improving the safety and efficiency of the traffic flow on the district highways by directing and coordinating those activities related to the installation and continuous evaluation of traffic control devices, and the investigation and development of solutions to pedestrian safety, parking and other operational problems that occur.

Special Qualifications:***The following criteria is required:***

- An Illinois Professional Engineering license
- Valid driver's license

The following criteria is desired

- Two years managerial experience
- Strong oral and written communications skills
- Knowledge of the *Manual on Uniform Traffic Control Devices* (MUTCD)
- Familiarity with the Illinois Vehicle Code
- A background in traffic engineering

Remarks:

Please limit application and/or resume to two pages.

ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DATE:	<i>March 16, 2006</i>	POSITION:	<i>Arterial Traffic Field Engineer</i>
APPROVED BY:	<u><i>Stephen M. Travia</i></u>	OFFICE/DIVISION:	<i>Highways/District One/Schaumburg Bureau of Traffic</i>
CODE:	<u><i>PW115-23-51-902-20-01</i></u>	REPORTS TO:	<u><i>Arterial Traffic Operations Engineer</i></u>

Position Purpose

This position is accountable for improving the safety and efficiency of the traffic flow on the District highways by directing and coordinating those activities related to the installation and continuous evaluation of traffic control devices, and the investigation and development of solutions to pedestrian safety, parking and other operational problems that occur.

Dimensions

Subordinate Personnel:	12 Direct
Centerline Miles	2,930
Communities Served	260
Value of Signs	\$30 Million
Number of Signs	300,000

Nature and Scope

This position reports to the Arterial Traffic Operations Engineer as do the Sign Shop Manager and the Arterial Traffic Control Supervisor. Reporting to this position are five Area Traffic Field Engineers, a Pedestrian Safety and Parking Studies Engineer two Area Traffic Field Technicians and four Data Collection Specialists.

This position functions in a transitional area characterized by intense urban development in the environment with and immediately abutting the City of Chicago, the rapidly changing land use that characterizes the central portions of the Metropolitan Area, and the suburban and rural areas of the District's western areas, all of which pose a wide variety of engineering and technical problems in responding rapidly and effectively to traffic operational problems that arise. Traffic volumes amount to thirty five billion vehicle miles traveled annually on the ten thousand lane miles of District highways, which creates a situation where any traffic disruption can soon reach disastrous proportion and demands almost immediate and intelligent response time. The tremendous traffic volumes on the district highways make them highly visible and results in continuous political, media and public attention; and requires a high level of sensitivity to such circumstances and the ability to diplomatically negotiate acceptable solutions to traffic operational problems and circumstances and the ability to diplomatically negotiate acceptable solutions to traffic operational problems and effectively coordinate and direct the installation, operation and maintenance of pavement marking and signing traffic control devices. This is further complicated by close intersection spacing and declining availability of right-of-way, which requires more efficient utilization of the existing lanes because of the inability to expand the physical capacity of the highways and requires continuous application of the principles and practices of traffic engineering covering geometric design, capacity analysis, canalization, pavement marking and signing; and the ability to establish procedures and train subordinate personnel to respond promptly and knowledgeably to traffic operational problems as they occur.

Typical problems confronting this position include: ensuring the application of appropriate design criteria to traffic control devices included in proposed highway improvements; determining the proper applicability of traffic control devices and traffic engineering techniques to existing conditions; developing solutions to District wide traffic control problems, including parking and pedestrian safety, ensuring that traffic control installations are properly inspected and operative prior to final acceptance; providing the scheduling and assignment of subordinate personnel to accommodate unbalanced workloads or unique activities in a particular area of the District; resolving problems associated with contract special provisions on low cost traffic improvement contracts. The greatest challenge to this position is ensuring effective operation of signing and pavement marking traffic control devices on the District highways, and to develop the capability for prompt and effective response to traffic operational problems as they occur.

The incumbent personally: schedules and assigns work, and establishes the priority in which work will be done; approves all work orders for changes, additions or deletions in signing or pavement marking traffic control devices on State highways; participates in the design, plan review or plan preparation of traffic control devices so as to ensure their operating feasibility;

implements internal procedures designed to ensure prompt and effective response to traffic problems; meets with local officials to explain State policies regarding traffic control devices and to develop acceptable solutions to traffic operational problems including parking and pedestrian safety which require coordinated State and local action. The incumbent provides for the continuous technical development of the subordinates so as to ensure their competency to apply the principles of traffic engineering problems as they arise. Incumbent prepares or reviews all unit correspondence on behalf of the Arterial Traffic Operations Engineer, the District Traffic Engineer or the Region Engineer.

The incumbent accomplishes his/her responsibilities through the following staff:

Area Traffic Field Engineers (5): who, are responsible for investigating traffic operational problems and initiating work orders for all changes in traffic control devices.

Pedestrian Safety and Parking Studies Engineer: who is responsible for developing solutions to pedestrian and school crossing safety, parking problems and District wide traffic operation problems. This individual also processes applications for Parent/Guardian reimbursement and services Safety Hazard findings.

Area Traffic Field Technicians (2): who are responsible for investigating traffic operational problems and initiating work orders for all changes in traffic control devices.

Data Collection Specialists (4): who are responsible for the data collection of vehicle and pedestrian counts.

The incumbent has the authority to make and implement all decisions affecting changes in traffic control on State highways within the guidelines established by State Statutes and standards.

The most significant contacts outside the Department occur on a daily basis as the incumbent responds to requests for changes and improvements in traffic control devices. Within the Department, the incumbent consults with other units in the Bureau of Traffic to solve mutual traffic control problems. Incumbent also is required to maintain liaison with the Bureaus of Construction and Design on final traffic operational aspects of construction projects.

The effectiveness of this position can be measured by significant improvements in traffic flow and safety for both pedestrian and vehicular traffic by providing a uniform and well maintained system of traffic control devices.

Principal Accountabilities

1. Organizes, directs and coordinates those activities related to providing motorists with sufficient and effective guidance and control to permit safe and efficient traffic flow.
2. Provides for the continued effective operation of traffic control devices through appropriate inspection and application of standards.
3. Implements new traffic control techniques.
4. Provides for the prompt and effective response to public requests for solutions to traffic operational problems.
5. Ensures consistent and effective solutions to common District wide traffic operations problems.
6. Ensures effective solutions to pedestrian safety and parking problems.
7. Provides proper coordination with local officials in the solution of joint traffic operational problems.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.